

*History File*

OP MEMORANDUM NO. 20-1-10

27 December 1984

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Delegation of Approving Authority for Certain Personnel Actions

1. The Director of Personnel has approved, for a 90-day trial period, the delegation of the authority to approve certain staff personnel actions to Directorate personnel officers and to personnel officers in the Office of the Director of Central Intelligence (O/DCI), the Intelligence Community Staff (ICS), and the National Intelligence Emergency Support Office (NIESO). Further delegation of the authority is prohibited. The 90-day trial period commences with the date this memorandum is issued.

2. The delegation of approving authority applies only to certain types of personnel actions prepared for staff employees, GS-15 and below. The actions which can now be approved by Directorate personnel officers are:

- a. Promotions;
- b. Domestic Reassignments;
- c. Changes of National Security Authority;
- d. Changes of Service Designation;
- e. Conversions from Reserve to Excepted Appointment Status and from Excepted Appointment to Reserve Status; and,
- f. Name Changes.

The Placement Branch of the Office of Personnel (OP/PB) will continue to approve all other types of actions for which it is currently responsible. These actions include extensions of personal rank assignments, leave without pay, pay adjustments, assignments to the foreign field, etc.

3. The senior personnel officer in each Directorate, the DCI area, ICS, and NIESO must provide OP/PB with the names of the two personnel officers at the Directorate level who will serve as approving officers. The names will be approved by OP/PB, which, in turn, will provide the names to OP/Transactions and Records Branch (OP/TRB) for authentication purposes. OP/PB must be notified immediately when approving officers change.

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4. The sole responsibility for the correctness of an action rests with the approving officer once he or she signs the Form 1152, Request for Personnel Action. An approving officer's signature is his or her certification that an action is correct and proper, and that it adheres to all applicable regulations and includes all necessary approvals. Approving officers are responsible for:

- a. Ensuring that the concurrences of all the offices and Career Services involved have been obtained;
- b. Ensuring that the title and office of any individual who signs or concurs on the action is included;
- c. Ensuring that the overall PAR rating and reporting period are noted in the Remarks Section of promotion actions. (By signing the action, the approving officer certifies that a current PAR has been prepared according to  and,
- d. Ensuring that they sign only those types of actions for which they are responsible.

5. The following subparagraphs offer general guidance for the review and approval of those personnel actions affected by the Director of Personnel's delegation of approving authority:

- a. Promotions. Promotion actions must be date stamped in OP/TRB no later than the Friday before their effective date. The schedule for submission of actions under the Uniform Promotion System is contained in OPM 20-84-3. The authority to approve out-of-cycle promotions has been delegated to the Heads of Career Service by the Executive Director when Career Service panels recommend such action and the promotion is in recognition of superior achievement.
- b. Domestic Reassignments. Domestic reassignments include reassignments within the United States and assignments from overseas locations to domestic posts. Assignments to the Development Complement fall under this category of actions and require an inclusion on the Form 1152 of a code which indicates the reason for the assignment and a Not-to-Exceed (NTE) date. The concurrences and signatures of representatives from the losing office, the Career Services and gaining office involved are also required.

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- c. Changes of National Security Classification Authority. An employee may be given this authority only if the position to which he or she is assigned has been designated as requiring the authority. [ ] provides additional guidance on the processing of this type of action.
- d. Changes of Service Designation. These actions require the concurrences and signatures of the employee and representatives of the gaining and losing Career Services. [ ] provides additional guidance on the processing of this type of action.
- e. Conversions from Reserve to Excepted Appointment Status and from Excepted Appointment to Reserve Status. If these conversions are made as a result of participation in the WAE Spouse Program the provisions of OPM 20-61-11 apply.
- f. Name Changes. The reason for the name change and the date it is effective must be included in the Remarks Section of the personnel action.

6. Personnel actions must be in OP/TRB at least three days in advance of the cutoff dates established by the Office of Finance if the actions are to be effective on the dates desired. A pay cutoff date is the date OP transfers all transactions for the preceding two weeks to the Office of Finance. Close of business (COB) cutoffs are monthly cutoff dates and are the days on which OP reports such as the Staffing Complement are produced. To assist personnel officers in submitting their actions on time, a list of both types of cutoff dates for 1985 is attached.

7. OP/TRB does not check for missing concurrences and signatures or verify information not needed to code actions for input into the PERSIGN system. It is therefore imperative that approving officers carefully review each action they sign. Questions about the processing of personnel actions should be addressed to OP/PB, [ ] or OP/TRB, Black [ ]

[ ]  
/Robert W. Magee  
Director of Personnel

OPM 20-84

Attachment

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CUTOFF DATES FOR PERSONNEL AND PAYROLL UPDATES  
 (JANUARY 1985 THRU DECEMBER 1985)

<u>YEAR</u>	<u>FINAL PERS ACTION CUTOFF DATE</u>	<u>TYPE OF CUTOFF</u>
1985	JAN 03 JAN 17 JAN 31	PAY* PAY COB/PAY
1985	FEB 14 FEB 28	PAY COB/PAY
1985	MAR 14 MAR 28	PAY COB/PAY
1985	APR 11 APR 25 MAY 02	PAY PAY COB
1985	MAY 09 MAY 23 MAY 30	PAY* PAY COB
1985	JUN 06 JUN 20 JUN 27	PAY* PAY COB
1985	JUL 03 JUL 18 AUG 01	PAY* PAY COB/PAY
1985	AUG 15 AUG 29	PAY COB/PAY
1985	SEP 12 SEP 26	PAY COB/PAY
1985	OCT 10 OCT 24 OCT 31	PAY PAY COB
1985	NOV 07 NOV 20 NOV 28	PAY* PAY COB
1985	DEC 05 DEC 19 JAN 02	PAY* PAY COB

\*SPLIT PERIOD